

## How CJA Attorneys Can Access Documents Without Incurring PACER Access Fees

Attorneys appointed under the Criminal Justice Act (CJA) can access documents filed in CM/ECF on a fee exempt basis by doing the following:

- Upgrading your PACER account.
- Activating CJA privileges for your PACER account.
- Setting your default PACER login in CM/ECF.

If you have not upgraded you PACER account or activated CJA privileges for your PACER account, go to [www.pacer.gov](http://www.pacer.gov).

Following are instructions for setting your default PACER login in CM/ECF and using the **Change PACER Exemption Status** utility and associated toggle to access documents on a fee-exempt basis via CM/ECF.

Please note, fee exempt PACER usage is only allowed for CJA-related work and when ordered by the court.

### Setting a Default PACER Login in CM/ECF

1. Log into CM/ECF using the attorney's unique CM/ECF login and password.
2. Click on **Query** on the blue menu bar so the following **PACER Login** screen appears:

3. Check the **Make this my default PACER login** box, enter the Login and Password (and client code if desired) for the attorney's upgraded PACER account and click the **Login** button.

**PACER Login**

**Instructions**  
Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

☒ **Make this my default PACER login**  
After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

**Authentication**

Login:   
Password:   
Client code:

Login Reset

**Notice**  
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

The attorney's default PACER login is now set in CM/ECF.

### **Using the Change PACER Exemption Status Utility and the Toggle Feature in CM/ECF**

1. After logging into CM/ECF and setting the attorney's default PACER login, click on **Utilities** on the blue menu bar and click on the **Change PACER Exemption Status** utility located under **YOUR ACCOUNT**.

**Utilities**

<b>YOUR ACCOUNT</b>	<b>MISCELLANEOUS</b>	<b>SYSTEM ADMIN</b>
<a href="#">ECF Login</a>	<a href="#">Court Information</a>	<a href="#">Review Announcement Notices</a>
<a href="#">Maintain Your Account</a>	<a href="#">Legal Research ...</a>	
<a href="#">Maintain Your E-mail</a>	<a href="#">Mailings...</a>	
<a href="#">Maintain Your Password</a>	<a href="#">Verify a Document</a>	
<a href="#">View Your Transaction Log</a>		
<a href="#">Links to Other Courts</a>		
<a href="#">Change Client Code</a>		
<a href="#">PACER Case Locator (National Index)</a>		
<a href="#">Change Your PACER Login</a>		
<a href="#">Change PACER Exemption Status</a>		
<a href="#">Review Billing History</a>		
<a href="#">Show PACER Account</a>		
<a href="#">Remove Default PACER Account</a>		

2. The following **Change PACER Exemption Status** screen appears. The attorney's current PACER fee exemption status is reflected on this screen. You can toggle between fee exempt and non-fee exempt by clicking on the **CJA** radio button or the **Not Exempt** radio button and then clicking the **Submit** button.

Change PACER Exemption Status

Current PACER Exemption Status: Not Exempt

Change PACER status to:

☒ Not Exempt

☐ CJA

☐ Court Order

Submit Clear

When you are returned to the main **Query** screen, you will see a **red** visual indicator at the bottom of the screen reflecting the attorney's current PACER fee exemption status.

**Query**

**WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.**

**Search Clues** [Mobile Query](#)

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date  to

Last Entry Date  to

Nature of Suit

110 (Contract: Insurance)  
120 (Contract: Marine)  
130 (Contract: Miller Act)

Cause of Action

02:0431 (02:431 Fed. Election Commission: Failure Enforce C)  
02:0437 (02:437 Federal Election Commission)  
05:0075 (05:75(2) Contract - Reduction in Grade)

Last/Business Name  ☐ Exact matches only

First Name  Middle Name

Type

Run Query Clear

**PACER fee: Exempt CJA [Change](#)**

**Query**

**WARNING:** Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

**Search Chues** [Mobile Query](#)

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date  to

Last Entry Date  to

Nature of Suit  
 110 (Contract: Insurance)  
 120 (Contract: Marine)  
 130 (Contract: Miller Act)

Cause of Action  
 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)  
 02:0437 (02:437 Federal Election Commission)  
 05:0075 (05:75(2) Contract - Reduction in Grade)

Last Business Name  ☐ Exact matches only

First Name  Middle Name

Type

**PACER fee: Not Exempt** [Change](#)

This **red** visual indicator also appears on the **Selection Criteria** page for applicable reports and on screens prior to viewing PDFs from document hyperlinks.

3. The [Change](#) link associated with the **red** visual indicator allows you to easily change your PACER fee exemption status. Clicking on the [Change](#) link will route you to the **Change PACER Exemption Status** screen where you can toggle between fee exempt (CJA) status and non-fee exempt (Not Exempt) status. After you click on the **Submit** button, the **red** visual indicator will be updated to reflect your new PACER fee exemption status.

Reminder: Accessing documents on a fee-exempt basis is closely monitored and inappropriate access by an attorney will result in the attorney's loss of PACER privileges.